

CONTROL CENTER
SOP NUMBER 2

IDEALIST MISSION TELEPHONE NOTIFICATION

1. PURPOSE: The purpose of this SOP is to establish procedures to insure that parties designated by AD/OSA who are not on Idealist Mission Message distribution are notified of all planned Idealist Missions.

2. RESPONSIBILITY: It will be the responsibility of the Operations Supervisor on duty in the Control Center to insure that the procedures as outlined below are complied with.

3. PROCEDURES: The following procedures will be followed in the notification of interested parties of Idealist Missions by telephone:

a. Telephone calls will be made to parties indicated on the Control Center checklist (attachment 1), with the exception of Mr. Knocke and Mr. Elder, by means of Gray Phone only.

b. Telephone notification to Mr. Elder and Mr. Knocke will be made on Agency Red Line using format in attachment 2 using line number only.

c. The name of individuals contacted and time contacted will be entered on the Control Center checklist (attachment 1 & 2). In the event person contacted desires further notification or does not desire to be called on further notifications, appropriate entry will be made on the checklist (attachment 1 & 2).

d. All checklist will be filed in mission folders.

FRANK R. MARSHALL JR.
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